

**Regular Board Meeting
December 3, 2025, 6:00 pm
5629 E. Selfice Way, Post Falls, ID 83854**

1) Chairman Tyler called the meeting to order at 6:00 pm

Present were:

Commissioners: Jeff Tyler, David Russell, Glen Heape
Director of Highways Michael Lenz, District Clerk Elaine Fox, Jonie Anderson

Guests in attendance were:

Laura Winter, PE, Ruen-Yeager & Associates [RYA]
Susan Weeks, Attorney, James Vernon & Weeks

On-Line Guests:

Kevin Smith, PE, J-U-B Engineers [JUB]

2) PLEDGE OF ALLEGIANCE: Commissioner Heape led the Pledge of Allegiance.

3) CONFLICTS OR CHANGES: **NONE**

4) APPROVAL OF AGENDA: Commissioner Russell **moved** to accept the agenda as presented. Commissioner Heape **seconded. Motion carried.** [12/3/2025 Board Mtg]

5) CONSENT AGENDA: Commissioner Heape **moved** to accept the consent agenda as presented. Commissioner Russell **seconded. Motion carried.** [12/3/2025 Board Mtg]

6) PUBLIC COMMENTS: As there was no one in the audience or on-line who wished to comment, Chairman Tyler closed the public comment period at 6:02 pm.

7) OLD BUSINESS:

a. **September 2025 Vouchers to Date – Revised**: District Clerk Fox presented the revised vouchers to date for September 2025 to the Board and explained the need for the adjustment. Commissioner Russell **moved** to accept the revised September 2025 Vouchers to Date as Presented. Commissioner Heape **seconded. Motion carried.** [12/3/2025 Board Mtg]

8) CURRENT BUSINESS:

a. **Sixteen Beck Acres Road Development Agreement**: Director Lenz requested that the Board take no action on this item, stating that in March of 2024 when the review of the subdivision began, this agreement was required. The project went cold during which time our Federal Aid project to improve Beck Road was started and completed. Director Lenz stated that since the road has now been improved to highway district standards, the \$7,500.00 fee-in-lieu-of is not warranted. The board agreed with Director Lenz, that no action is warranted for this item.

b. **Sixteen Beck Acres Mylars**: Director Lenz presented the mylars for Sixteen Beck Acres to the board. Commissioner Heape made a **motion** authorize Chairman Tyler's signature on the Sixteen Beck Acres minor subdivision mylars. Commissioner Russell **seconded. Motion carried.** [12/3/2025 Board Mtg]

c. **FAM25-0004 Hughes Family Split Right-of-Way & Roadway, Drainage, and Utility Easement:** Director Lenz presented the agreement for the Hughes Family Split Right-of-Way & Roadway, Drainage, and Utility Easement. Commissioner Russell **moved** to Authorize Chairman Tyler's signature on the Hughes Family Split Dedication and Roadway, Drainage, and Utility Easement. Commissioner Heape **seconded. Motion carried.** [12/3/2025 Board Mtg]

d. **Addendum #5 to Policies and Procedures Manual – Annual Leave Policy:** Director Lenz requested an addendum to the PFHD Policy and Procedures manual, Section III, Annual Leave. Director Lenz explained that there are issues with the current annual leave schedule as well as it being outdated. Director Lenz proposed to simplify the accrual rates and bring the annual leave more in-line with other agencies. Addendum #5 would be effective January 1, 2026. Commissioner Heape made a **motion** to accept and sign the 5th Addendum to Policies and Procedures Manual; to replace the current policy for Section III, Annual Leave, Accrual Rates. Commissioner Russell **seconded. Motion carried.** [12/3/2025 Board Mtg]

9) CORRESPONDENCE: District Clerk Fox read an email from Denise Metzger thanking our crew for the work they do.

10) LEGAL: **NONE**

11) ENGINEERING: **NONE**

12) DIRECTOR UPDATES: Director Lenz gave the following updates:

- Crew deicing and plowing snow and working out at Bodine, moving the sand pile from the center of the pit to the south
- Replaced signs taken out at **Prairie Idaho Roundabout** and at **Prairie and Corbin**
- Mower Max demonstration on Monday [videos from the demo were shown to the Board]
- Working with a developer in regards to the **Echo Drive Annexation**. Developer will be taking eight cores along Echo to see what the base is under the road
- Bid Openings for **KN24398 Prairie Trail Underpass** was yesterday. Director Lenz reminded the board that a shortfall was projected on this project. Low bid came in considerably under the estimated construction cost. Director Lenz spoke with Glenn Miles at Kootenai Metropolitan Planning Organization (KMPO) and asked about moving the funds over to the **KN23029 Prairie: Meyer to SH-41** project and Mr. Miles thought that would be doable. Director Lenz also informed the board that we received 10 bids and there was a lot of interest in the project
- Director Lenz met with the adjuster for the trailer and lift today. We will be receiving some numbers from him
- Director Lenz met with Idaho Transportation Department (ITD) today regarding access points to the **KN10005 Pleasant View & SH-53** interchange. Director Lenz mentioned it would be very good if ITD could close Cloverleaf and purchase right-of-way to allow for a new road from Cloverleaf to Hauser Lake Rd and to the interchange and build it into the project
- We received the bridge inspection report for the **Bridge at Harbor**. The report provides a brief description of the recommended work: apply an epoxy and chip overlay to the top flange of the voided slabs. The priority level for this is low.
- We received a patch pack sample and will try them out as soon as there is an opportunity

13) OFFICE UPDATES: District Clerk Fox provided the following updates:

- Audit meeting December 8 with Mary Richter, CPA and then December 15 – 17 with Scott Hoover, CPA.
- Working on the annual Road and Street Report. It will be on the December 17 board meeting for review and approval and is due by December 31.
- Holiday luncheon on Friday, December 5 at 11:00 am.

14) COMMISSIONERS:

- Commissioner Heape: mentioned that is good to hear the positive feedback from the community.

- Commissioner Russell: said that he believes the technology we are incorporating is helping the crew and it allows the District to improve efficiency for the taxpayers. He thinks it's important to take a step back and look at the big picture and thanked Director Lenz

- 15) EXECUTIVE SESSION: Commissioner Russell **motioned** that pursuant to the provisions of Idaho Code 74-206, subsection 1(b) & 1(f) an executive session is being requested for the purpose to discuss a personnel matter and to communicate with legal counsel for the public agency to discuss the legal ramification for pending litigation. A roll call vote is required. Commissioner Heape **seconded**. **Roll call vote**: Commissioner Heape Aye; Chairman Tyler Aye; Commissioner Russell Aye; The regular meeting was suspended at 6:54 pm
- 16) MOTIONS RESULTING FROM EXECUTIVE SESSION: Commissioner Russell **moved** to direct staff to prepare an easement agreement with Edward Pemberton as discussed in executive session. Commissioner Heape **seconded**. **Motion carried**. [12/3/2025 Board Mtg] Executive session was exited at 7:40 pm.
- 17) ADJOURNMENT: The regular session recommenced, and there being no further business, the meeting was adjourned at 7:41 pm.

Board Meeting – CANCELLED
(power outage and weather restrictions)
December 17, 2025, 4:00 pm
5629 E. Selfice Way, Post Falls, ID 83854

Special Board Meeting
December 22, 2025, 4:00 pm
5629 E. Selfice Way, Post Falls, ID 83854

- 1) Commissioner Russell called the meeting to order at 4:00 pm stating that he was acting as Chairman for the meeting

Present were:

Commissioners: Glen Heape, David Russell (Jeff Tyler absent)
Director of Highways Michael Lenz, District Clerk Elaine Fox, Helen Furbee

Guests in attendance: Angela Comstock, PE, J-U-B Engineers (JUB)
Darius Ruen, PE, Ruen-Yeager & Assoc. (RYA)

Guests online: None

- 2) PLEDGE OF ALLEGIANCE: Commissioner Russell led the Pledge of Allegiance.
- 3) CONFLICTS OR CHANGES: **NONE**
- 4) APPROVAL OF AGENDA: Commissioner Heape **moved** to approve the agenda. Commissioner Russell **seconded**. **Motion carried**. [12/22/2025 Board Mtg]
- 5) CONSENT AGENDA: Commissioner Russell asked a brief question concerning the large voucher total for the month which District Clerk Fox answered. Commissioner Heape **moved** to accept the consent agenda as presented. Commissioner Russell **seconded**. **Motion carried**. [12/22/2025 Board Mtg]
- 6) PUBLIC COMMENTS: As no one was online and no one present wished to comment, Commissioner Russell closed the public comment period at 4:03 pm. [12/22/2025 Board Mtg]

7) OLD BUSINESS:

- a. **Set Road Validation Public Hearing Date for Koth Road:** Director Lenz explained that the hearing needs to be **coordinated** with the Worley Highway District. He will get a proposed date, time and place for the hearing and bring that proposal back before the board. Commissioner Heape made a **motion** to authorize staff to coordinate with Worley Highway District to schedule a Public Hearing for the validation of a portion of Koth Road (S Idaho Road) in March of 2026. Commissioner Russell **seconded. Motion carried.** [12/22/2025 Board Mtg]

8) CURRENT BUSINESS:

- a. **2026 Board Meeting Calendar:** Commissioner Russell noted that the proposed calendar for 2026 follows the standard meetings of the first and third Wednesdays of the month. Director Lenz mentioned that he will not be available for the June 17 meeting, but the board can still meet or address that at a later date. Commissioner Heape moved to accept the Notice of the 2026 Board Meeting Calendar dates as presented. Commissioner Russell **seconded. Motion carried.** [12/22/2025 Board Meeting]
- b. **2025 Road and Street Report:** District Clerk Elaine Fox went through the report line by line including receipts, expenditures, and lane miles. After a few questions to clarify the entries and descriptions, Commissioner Heape made a motion to accept and sign the 2025 Annual Road and Street Financial Report as presented. Commissioner Russell **seconded. Motion carried.** [12/22/2025 Board Mtg]
- c. **Design Study Report – Prairie Ave: Meyer Rd to SH-41 Project No A023[028] Key No. 23028:** Director Lenz explained this is a milestone in the project. Angela Comstock, PE (JUB) stated that this milestone concludes general engineering and the approved environmental studies. As this project has been moved up to 2026, they are hoping for right-of-way to wrap up by January and be ready for a bid package in February. Funding is slated for July. Director Lenz mentioned the stated shortfall which should be covered by the Urban Balancing committee and savings on the **KN24398 Prairie Trail Underpass** project. Commissioner Heape made a **motion** to authorize Director Lenz to sign the Design Study Report for the Prairie Ave: Meyer Rd to SH-41 Project number A023[028] Key number 23028. Commissioner Russell **seconded. Motion carried.** [12/22/2025 Board Mtg]
- d. **EnviroTech Winter 2025-2026 Piggyback Letter & Contract for Torch CI liquid Mag deicer:** Director Lenz referenced that the current contract expired on December 10. The new price as negotiated by ITD is \$230.22 per ton representing a seven-percent increase over last winter's cost. He also stated that this amount was anticipated when they budgeted for winter expenses. Commissioner Heape **motioned** to authorize Director Lenz to proceed with the GMCO/EnviroTech winter 2025-2026 Torch CI piggyback quote, effective 12/22/2025 through 12/10/2026. Commissioner Russell **seconded. Motion carried.** [12/22/2025 Board Mtg]

9) CORRESPONDENCE: **NONE**

10) LEGAL: **NONE**

11) ENGINEERING:

- Darius Ruen, PE, RYA: Stated he had nothing new for tonight's meeting.
- Angela Comstock, PE, JUB: Mentioned that **KN22435 Hayden/Meyer** roundabout is on hold for the winter. Commissioner Heape asked about the temporary signal at the intersection which Director Lenz said was working out great.

12) DIRECTOR UPDATES: Director Lenz provided the following updates:

- The crew had to do a lot of clean up with the recent windstorm which also caused the scheduled board meeting to be postponed. Two of our traffic signals sustained damage and had to undergo repairs. Our front gate was damaged and now is inoperable and awaiting repairs. The new emergency generator worked to perfection for the office and was really needed to keep communication between the public, emergency services, the office and crew intact.

- The old shop toilet cracked and was replaced. A new steel door was installed in the office between the lobby and office area replacing the split door.
- The Kootenai County Board of County Commissioners (BOCC) approved their proposed Area of Impact (AOI) Maps. There was discussion about the distance of impact for a municipality beyond city limits and Director Lenz said he was pleased that the Board discussed then passed that an impact area cannot extend beyond 1/8th of a mile beyond city limits. Director Lenz used the Coeur Terre development as an example and answered questions regarding the Coeur Terre development boundaries, roads, etc.
- The Road Mileage report should be available for the next board meeting.
- He had discussions with ITD's engineer about incorporating **Cloverleaf and Hauser Lake Rd** connections into the **KN10005 Pleasant View & SH-53** improvements project. The engineer is willing to see if that is feasible and if so, PFHD would need to contribute, but these are all preliminary discussions.
- A Mower Max quote was requested and just received. He will review it and report back to the board at a later date.

13) OFFICE UPDATES: District Clerk Fox provided the following updates:

- The governmental auditor, Scott Hoover, CPA was in last week and reported back that the audit is going great with no concerning issues. The audit should be wrapped up by early January and will be presented at one of the February board meetings.
- The ESRI/GIS website for PFHD is nearing completion following another meeting with the JUB programmer.
- She thanked the Commissioners for the holiday luncheon and bonuses.
- She gave some logistics for the upcoming "A Day at the Capitol" meeting and trip the week of February 9 – 11, 2026.

14) COMMISSIONERS: Commissioner Heape thanked the staff and in particular Director Lenz for being "forward thinking" and being "proactive, not reactive".

15) EXECUTIVE SESSION: Commissioner Russell stated that pursuant to the provisions of Idaho Code 74-206, subsection 1(f) an executive session is being requested for the purpose to communicate with legal counsel for the public agency to discuss the legal ramifications for pending litigation. Roll call vote: David Russell – Aye, Glen Heape – Aye (Jeff Tyler not present) The regular meeting was suspended at 5:01pm.

16) MOTIONS FROM EXECUTIVE SESSION: The regular session recommenced at 5:24. There were no motions from executive session.

17) ADJOURNMENT: Commissioner Russell adjourned the meeting at 5:25 pm

DECEMBER 2025 VOUCHERS

<u>Num</u>	<u>Name</u>	<u>Amount</u>
Dec 2025		
51076	ANDREW T CYNOVA	-2,372.77
51077	COREY KRAFT	-2,369.82
51078	DARREL STEVENS	-2,725.67
51079	DAVID RUSSELL (VOID) SEE CK 51117	0.00
51080	EDWARD F. MAEL	-2,324.05
51081	ERIC PRESTEGAARD	-2,135.20
51083	HELEN A FURBEE	-1,606.45
51084	JAMES B WINES	-2,254.93
51085	JASON B COFFMAN	-2,536.35

51086	JEFFERY N FERGUSON	-2,224.45
51087	JEFFREY TYLER (VOID) SEE CK 51119	0.00
51088	JESSE D HAMMER	-2,097.25
51089	JONIE ANDERSON	-1,597.78
51090	LARRY P HOWELL, JR	-1,245.09
51091	LESLIE R LIKES	-2,252.82
51092	LUCAS A BICANDI	-2,189.82
51093	MICHAEL C LENZ	-3,789.99
51094	MICHAEL J KETCHUM	-2,185.09
51095	MIRIAM E FOX	-2,347.46
51096	STEVEN K FRANKS	-2,316.83
51097	TUEKOTA TATE-VANDEVER	-2,112.08
51098	ANDREW T CYNNOVA	-250.00
51099	COREY KRAFT	-500.00
51100	DARREL STEVENS	-500.00
51101	EDWARD F. MAEL	-500.00
51102	ERIC PRESTEGAARD	-500.00
51103	HELEN A FURBEE	-500.00
51104	JAMES B WINES	-500.00
51105	JASON B COFFMAN	-500.00
51106	JEFFERY N FERGUSON	-500.00
51107	JESSE D HAMMER	-500.00
51108	JONIE ANDERSON	-500.00
51109	LARRY P HOWELL, JR	-500.00
51110	LESLIE R LIKES	-500.00
51111	LUCAS A BICANDI	-500.00
51112	MICHAEL C LENZ	-500.00
51113	MICHAEL J KETCHUM	-500.00
51114	MIRIAM E FOX	-500.00
51115	STEVEN K FRANKS	-500.00
51116	TUEKOTA TATE-VANDEVER	-500.00
51117	DAVID RUSSELL	-967.45
51118	GLEN HEAPE	-847.45
51119	JEFFREY TYLER	-1,178.19
51120	ICCU	-400.00
51121	765TECH INC	-225.00
51122	ABOVE AND BEYOND JANITORIAL INC	-650.00
51123	ACE HARDWARE	-325.19
51124	ALSCO	-608.46
51125	CITY OF POST FALLS.	-235.91
51126	COLEMAN OIL COMPANY	-1,497.71
51127	COUNTRY CLEANERS	-351.00
51128	CULLIGAN	-31.80
51129	DELTA DENTAL	-1,506.29
51130	GMCO CORPORATION	-14.99
51131	IAHD	-5,700.00

51132	IMPERIAL SUPPLIES LLC	-442.40
51133	INTERMOUNTAIN SIGN & SAFETY	-150.00
51134	JAMES, VERNON & WEEKS, P.A.	-18,940.50
51135	JMT PETROLEUM	-8,461.65
51136	LES SCHWAB	-1,659.76
51137	MARY RICHTER, CPA	-1,687.50
51138	MIKE WHITE FORD OF CDA	-100.79
51139	MOTION AUTO SUPPLY (VOID) SEE CK 51141	0.00
51140	KOOTENAI COUNTY TREASURER	-153.80
51141	MOTION AUTO SUPPLY	-62.50
51142	RAGAN EQUIPMENT COMPANY	-719.99
51143	RANCHO VIEJO	-465.00
51144	NAPA - POST FALLS	-1,554.13
51145	GORDON TRUCK CENTERS, INC - FREIGHTLINER	-135.19
51146	ROMAINE ELECTRIC	-700.98
51147	KENWORTH SALES - SPOKANE	-1,091.06
51148	SIX ROBBLEES	-743.55
51149	SPOKANE HOUSE OF HOSE	-93.53
51150	TACOMA SCREW PRODUCTS, INC	-12.90
51151	VERIZON WIRELESS	-442.97
51152	WESTERN STATES EQUIPMENT - CAT	-4,977.42
51153	UTILITY TRAILER SALES OF SPOKANE	-1,487.36
51154	ADVANCED COMPRESSOR & HOSE, INC.	-799.15
51155	ANDREW T CYNOVA	-2,561.19
51156	COREY KRAFT	-2,957.19
51157	DARREL STEVENS	-3,121.61
51158	EDWARD F. MAEL	-2,371.74
51159	ERIC PRESTEGAARD	-2,434.33
51160	HELEN A FURBEE	-1,761.79
51161	JAMES B WINES	-2,772.99
51162	JASON B COFFMAN	-2,494.24
51163	JEFFERY N FERGUSON	-2,453.84
51164	JESSE D HAMMER	-2,269.44
51165	JONIE ANDERSON	-1,766.75
51166	LARRY P HOWELL, JR	-1,980.86
51167	LESLIE R LIKES	-2,435.09
51168	LUCAS A BICANDI	-2,371.10
51169	MICHAEL C LENZ	-3,803.67
51170	MICHAEL J KETCHUM	-2,365.36
51171	MIRIAM E FOX	-2,543.79
51172	STEVEN K FRANKS	-2,387.97
51173	TUEKOTA TATE-VANDEVER	-2,292.36
51174	ICCU	-400.00
51175	AFLAC	-203.71
51176	REGENCE BLUE SHIELD of IDAHO	-21,325.04
51177	HRA VEBA TRUST	-11,000.00

51178	AMERICAN ON-SITE SERVICES	-387.50
51179	AVISTA UTILITIES - WWP	-3,422.93
51180	ALLIED WELDERY INC	-250.65
51181	CDA GARBAGE	-167.20
51182	ELJAY OIL COMPANY, INC.	-1,307.90
51183	H & H INC DOCUMENT MANAGEMENT SOLUTIONS	-102.38
51184	IMPERIAL SUPPLIES LLC	-373.66
51185	TACOMA SCREW PRODUCTS, INC	-125.43
51186	TDS	-262.74
51187	TERRY TANK CENTER	-45.69
51188	TPI EMBROIDERY	-30.00
51189	TRAFFICALM	-491.00
51190	GMCO CORPORATION	-35,556.98
51191	KEC	-585.01
51192	KENWORTH SALES - SPOKANE	-527.05
51193	MIKE WHITE FORD OF CDA	-161.63
51194	NCPERS GROUP LIFE INS.	-352.00
51195	REHN & ASSOCIATES	-28.00
51196	ROMAINE ELECTRIC	-497.55
51197	RUEN-YEAGER & ASSOC, INC	-10,509.88
51198	SPOKANE HOUSE OF HOSE	-271.75
51199	UTILITY TRAILER SALES OF SPOKANE	-1,562.01
51200	WTB - CREDIT CARD DIV. (VOID - paid via EFT)	0.00
51201	INTERMOUNTAIN SIGN & SAFETY	-565.00
51202	ADVANCED COMPRESSOR & HOSE, INC.	-122.81
51203	WESTERN STATES EQUIPMENT - CAT	-510.76
51204	CAPITAL PLUMBING & HEATING INC	-650.00
51205	SCOTT HOOVER, CPA	-5,000.00
EFT	WASHINGTON TRUST BANK	-16,782.24
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-14,457.08
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-1,796.46
EFT	STATE TAX COMMISSION	-4,427.00
EFT	WTB - CREDIT CARD DIV.	-2,252.54
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-13,196.40
EFT	WASHINGTON TRUST BANK	-16,449.96
EFT	PUBLIC EMPLOYEES RETIREMENT SYSTEM	-1,845.70
TRF	LGIP: KN23028 PRAIRIE MEYER SH-41 REINVEST	-12,259.06
TRF	LGIP: INSURANCE (AD VALOREM)	-1,064.60
		<u>-339,828.08</u>

Dec 2025

APPROVED _____
 ATTEST _____
 DATE 1/7/2026.